

FULL-TIME POSITION AVAILABLE

ASSISTANT TOWN ACCOUNTANT

Full-Time Assistant Town Accountant (35 hrs./wk.) Performs a variety of technical and highly complex clerical, accounting and administrative functions related to the maintenance of the Town's financial records. Provides administrative support to the Town Accountant. Thorough knowledge of principles/practices of municipal accounting and financial computer applications preferred. Must have a High School diploma or equivalent, minimum of one to three (1-3) years of accounting experience; or an equivalent combination of education and experience. Application and job description available on town website at www.westminster-ma.gov under Human Resources or email jbelliveau@westminster-ma.gov (978-874-7404). Starting pay: \$16.32-19.04/hr. based on qualifications and years of municipal experience. Applications due September 23, 2016. EOE.